



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

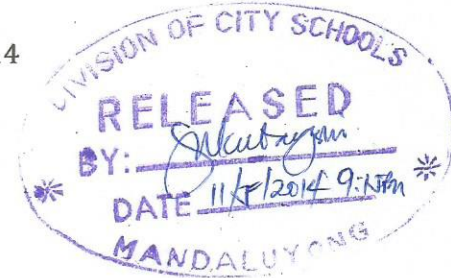
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3 November 2014

**MEMORANDUM**

To : OIC- Chief Education Supervisors, SOG, CID  
Education Program Supervisors and PSDS  
Elementary and Secondary School Heads  
AO V and Section Chiefs



1. The Division Office, in coordination with Center for Spiritual Learning, will conduct the **HAPPINESS AT THE WORKPLACE: ITS CHALLENGES, RESPONSES AND INSPIRATIONS - A Total Wellness Playshop** for Education Key Leaders and Support Team on November, 24-25, 2014, Magallanes Drive, Tagaytay City.

2. The Workshop has the following objectives:

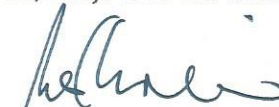
. "Bringing Beingness" into our lives is the very essence of this Playshop. Its Mind Management combined with body care help educators and support team de-stress the mind and energizes the body and for them to -

- Deepen their understanding and respect for self and their role.
- Acquire the right attitude for improve performance.
- Commit themselves to work standard of productivity, pro-activeness and excellence.
- Learn the basis of teamwork, decision-making and cooperation.
- Feel their true sense of worth and values.
- Reach out to others in a new and caring way despite circumstances that surrounds them.
- Practice creative tools and skills in addressing stress.
- Experience the true essence of happiness.

3. Participants to this workshop are elementary and secondary school heads, all EPS/PSDS and Section Chiefs.

4. Departure time is on November 24 at 6:00 a.m., meeting place is at the Division Office. Since the venue is a Meditation Center, participants are not allowed to wear shorts and slippers.

5. All expenses to be incurred are chargeable to Division MOOE, subject to the usual accounting and auditing rules and regulations.

  
**NERISSA L. LOSARIA, CESO VI**  
OIC-Schools Division Superintendent

## EDUCATION KEY LEADERS AND SUPPORT TEAM CAPACITY BUILDING AND DEVELOPMENT

### HAPPINESS AT THE WORKPLACE ITS CHALLENGES, RESPONSES AND INSPIRATIONS

A Total Wellness Playshop for Education Key Leaders and Support Team  
Division of City Schools  
City of Mandaluyong  
November, 24-25, 2014  
Center for Spiritual Learning  
Magallanes Drive, Tagaytay City

#### Playshop Description:

“Bringing Beingness” into our lives is the very essence of this playshop. Its Mind Management combined with body care help educators and support team de-stress the mind and energizes the body.

- Learn unique tools and easy-to-do techniques and interventions in an environment filled with soothing music and natural healing fragrance.
- A School Based Improvement Management Program towards Enhancing Happy Relationships, Effective Partnership and Excellent Work Performance

#### Date and Time:

November 24-25, 2014

#### Target Participants:

Education Key Leaders and Support Team

#### Number of Participants:

forty (40) pax

#### Program Initiative:

Division of City Schools, City of Mandaluyong

Dr. Nerissa Losaria

OIC-Schools Division Superintendent

#### About the Program:

It is said that the educators are the most harassed and more often times experienced physical, psychological, and emotional stress than any of the other staff in a particular office. Given the kind of work they undertake, they also need some holistic care that will develop and update their knowledge and skills so they can offer better and happy service.

The Playshop entitled: **Happiness at the Workplace its Challenges, Responses and Inspirations** is to address the urgent and critical needs of the education key leaders and other support team towards empowerment and productivity.

#### Why Happiness at the Workplace?

- As educators, they serve to showcase the school image and institutional culture

- They serve as the direct service provider, it is important that their integrity and honesty in communication is impeccable.
- As direct foot soldiers in education, they are prone to stress, that they need creative skills, tools, and intervention to handle difficult situation.

**Objectives:**

- Deepen their understanding and respect for self and their role.
- Acquire the right attitude for improve performance.
- Commit themselves to work standard of productivity, pro-activeness and excellence.
- Learn the basis of teamwork, decision-making and cooperation.
- Feel their true sense of worth and values.
- Reach out to others in a new and caring way despite circumstances that surrounds them.
- Practice creative tools and skills in addressing stress.
- Experience the true essence of happiness.

**Milestone:**

- More positive and harmonious relationship within the self and others.
- Improve and effective communication skills understood and utilized.
- Learned innovative approaches on how to handle stress.
- Improve work performance.
- Experienced and appreciate the true essence of happy relationships.

**METHODOLOGY**

- Structured Learning Exercises
- Appreciative Inquiry
- Games
- Creative Playshop
- Individual and Group Caring Conversation
- Reflections
- Lectures
- Participative and Interactive Discussions

**Proposed Program:**

**DAY 1**

**8:00 – 9:30 AM**

- Participants Arrival
  - Registration/room assignment
  - Socialization
  - Breakfast

## OPENING CEREMONY

9:30 – 10:00

- Philippine National Anthem
- Creative Silence/Prayer
- Meaningful Welcome
  - Dr. Nerissa Losaria  
Schools Division Superintendent  
Division of City Schools  
City of Mandaluyong

10:00 – 11:00

- Program Presentation: It's Objective, Activities and Outcomes
- Leveling of Expectations
  
- SESSION I: Revisiting My Internal and External Organization
  - My Self
  - My Work
  - My Institution

11:00 – 11:30 AM Snacks

11:30 – 12:30 SESSION II: Self – Care Management

- Caring for the Self
- Caring for Others

12:30 – 1:30 PM LUNCH BREAK

1:30 – 3:00 SESSION III: PLAYSHOP SESSION

- Individual and Group Creative Caring Conversation
- Participants Unique Experience
- Realization
- Powerful actions

3:30 – 4:00 PM Snacks

4:00 – 5:00 Session IV: Strengthening and Sustaining my True Identity and Happiness

5:00 – 7:30 Session V: Experiencing Newness and Oneness (Individual and Group Reflections)

7:30 – 8:30 Dinner

8:30 – 9:00 Experiencing True Silence

9:00 Good Night Sleep

Day2

- 7:00 – 8:00     Group Exercise
- 8:00 – 9:00     Breakfast
- 9:00 – 10:30    Integration of Learning
- 10:30 -11:00    AM Snacks
- 11:00 – 12:30   Sharing of Experiences and Lessons Learned
- Caring
  - Sharing
  - Inspiring
  
  - Creative Photo Session
  - Certificate of Participation
- 12:30 – 2:00    Lunch
- 2:00              Home Sweet Home  
                    Take home Snacks